



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



This is a busy time of year for the Federal Executive Board! I will highlight three opportunities you have in the very near future: training, awards, and the

next meeting.

Training:

This year, the Oklahoma Federal Executive Board (FEB) will host a series of Workshops and Seminars based on Leadership Competencies in the five Executive Core Qualification areas identified by the US Office of Personnel Management.

Thinking the Los Angeles FEB's 'series' was a great idea, we developed a series of training events for executives and leaders to be held between now and the end of the fiscal year. Agencies or employees have the opportunity to purchase the entire series (providing maximum savings) or register for only those training topics desired. Each speaker was selected for his/her background and expertise in the topics to be presented.

Through the interagency efforts of the FEB, we are able to take advantage of quality leadership and executive training, locally, in a cost effective manner (not to mention what we learn from each other through the networking opportunity).

I encourage you to visit our web site to learn more about the topics, speakers, and dates of training.

Awards:

Each agency should have recently received the annual awards nomination package. This is your opportunity to nominate your best employees for recognition. Each nominee will compete in a statewide competition of federal employees in their respective categories; the selection committee is comprised of staff members from the Legislative Branch of government.

Nomination packages are due to the FEB office no later than March 7, 2003 for consideration. Make a note of the luncheon date, scheduled for Monday, May 5, 2003 at the Officers' Club at Tinker AFB.

Next FEB Meeting:

Our next regular FEB meeting is scheduled for February 20, 2003 (a registration form is provided on page 11 for your convenience). The FEB's Council on Disability Concerns will be hosting this meeting to provide information useful in assisting managers to develop evacuation plans for employees, customers, and visitors with disabilities. I look forward to seeing you there!

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OPM Awards USAJOBS Contract to TMP Worldwide Government Services

Washington, D.C. -- Federal job seekers, including those looking to help fight the war on terrorism, will find their hunt for opportunities made easier as a result of the U.S. Office of Personnel Management's contract with TMP Worldwide Government Services for a major redesign of the USAJOBS web site.

TMP, parent company of online job-search behemoth Monster.com, has been awarded a contract to overhaul OPM's USAJOBS web site (www.usajobs.opm.gov) and assume responsibility for its daily maintenance. The overhaul includes making the site more eye-catching and having the 17,000 average daily federal vacancy announcements provide clearer, more instructive information.

"Through the addition of private-sector expertise, citizens will be able to better target and navigate their searches for opportunities to serve their nation," said James. "Additionally, citizens expect to have their interest in serving handled with respect and in a timely manner. This solution will help take the guesswork out of the job-search and application-review process."

TMP was selected as best qualified based on technical criteria from among five bidders and is eligible for a series of one-year renewable, performance-based contracts that can run through 2013. OPM has set the bar for performance at a very high level under the contract that is modeled on private-sector best-practices, underscoring the agency's intention to provide a rigorous and ongoing review of goals and performance.

OPM Director Kay Coles James today announced the contract award, noting the USAJOBS initiative moves the agency a major step forward in its fulfillment of President Bush's Management Agenda and goal to make government more citizen-centered and results-oriented.

TMP is the parent company of Monster.com, the leader in the online job-search category. The heavily trafficked Monster.com will contain a link to USAJOBS, benefiting federal recruitment efforts.

The first improvements TMP will deliver to OPM's popular web site are an enhanced job-search engine, a résumé builder tool, and online vacancy announcements that are shorter, easier to read and relevant to applicants. These improvements are scheduled for delivery in early 2003.

Additional improvements to USAJOBS will include a "mining" feature that offers managers a way to locate job candidates through résumés filed and stored online through USAJOBS by applicants who believe their qualifications are finds of gold for managers.

Additional enhancements to USAJOBS will include the development of a universal résumé development and submission function that is compatible with all agency-unique automated application processing systems, as well as a feature to let applicants track the status of their applications throughout the review and evaluation process.



SPOTLIGHTING INFORMATION -- Did you Know?...

552d Air Control Wing

The 552d Air Control Wing is responsible to the commander of Air Combat Command for the operations, maintenance, logistics, training, and combat support of E-3 AWACS aircraft in support of combatant commanders. The wing provides combat-ready theater battle management forces at the direction of the Chairman of the Joint Chiefs of Staff. It operates and supports these forces worldwide ensuring combat capability for all peacetime and contingency operations.

The 552d Airborne Early Warning and Control Wing was first activated at McClellan Air Force Base, July 8, 1955. The wing was charged with a worldwide deployment mission. Units of the wing were located in California, Florida, Iceland, Korea and Southeast Asia. The Southeast Asian unit's duties ceased in June 1970, ending more than five years of continuous service and control of more than 210,000 aircraft involved in combat operations, almost 3,300 MiG border warnings, and the successful rescue of 80 downed crew members.

On July 1, 1976, the 552d Airborne Warning and Control Wing moved to Tinker AFB with a new airframe. Its mission was to train crews and to provide maintenance, computer and logistics support for the Air Force's operational inventory of 33 E-3 Sentry aircraft. On October 1, 1991, Headquarters Tactical Air Command redesignated the wing as the 552d Air Control Wing.

Today, the 552d Air Control Wing has crews deployed throughout Southwest Asia, Europe and South America in support of on-going Joint Chiefs of Staff-directed contingency operations. The wing is the world's premier battle management platform and will continue to support our nation in that capacity well into the next century.

US Secret Service

The Secret Service was established as a law enforcement agency in 1865. While most people associate the Secret Service with Presidential protection, the original mandate was to investigate the counterfeiting of U.S. currency-- which they still do. Today the primary investigative mission is to safeguard the payment and financial systems of the United States. This has been historically accomplished through the enforcement of the counterfeiting statutes to preserve the integrity of United States currency, coin and financial obligations. Since 1984, investigative responsibilities have expanded to include crimes that involve financial institution fraud, computer and telecommunications fraud, false identification documents, access device fraud, advance fee fraud, electronic funds transfers, and money laundering as it relates to core violations.

As part of its mission to provide leadership and guidance in the prevention of instances of targeted violence, the National Threat Assessment Center (NTAC) initiated a data-based research project to examine the incidents of school-based attacks. Since September 1999 NTAC staff have been conducting the Safe School Initiative, an operational study of 37 U.S. school shootings involving 41 perpetrators, that have occurred over the past 25 years.

Using methodology similar to that employed in the Exceptional Case Study Project, NTAC researchers are examining school shootings, starting from the incident and working backward to development of the original idea. Through this incident-focused, behavior-based analysis, NTAC researchers hope to increase understanding of the patterns of communication, planning and preparation that precede these attacks. The goal of the Safe School Initiative is to provide accurate and useful information to school administrators, educators, law enforcement professionals and others who have protective and safety responsibilities in schools, to help prevent incidents of school-based targeted violence.



Introduction to CFC

How are agencies identified in the Combined Federal Campaign held accountable?

Public Accountability Standards

To insure organizations wishing to solicit donations from Federal employees in the workplace are portraying accurately their programs and benefits, several standards and certifications must be met annually by each organization seeking national list eligibility. Each organization wishing to participate must:

- 1) Certify that the organization is a human health and welfare organization providing services, benefits, or assistance to, or conducting activities affecting, human health and welfare. The organization's application must provide documentation describing the human health and welfare benefits provided by the organization within the previous year.
- 2) Certify that it accounts for its funds in accordance with generally accepted accounting principles and that an audit of the organization's fiscal operations is completed annually by an independent certified public accountant in accordance with generally accepted auditing standards. Such audit must show expenses by function. A copy of the organization's most recent annual audit must be included with the application.
- 3) Provide a copy of the organization's IRS Form 990, with the application regardless of whether or not the IRS requires the organization to file this form...
- 4) Provide a computation of the organization's percentage of total support and revenue spent on administrative and fundraising...
- 5) Certify that the organization is directed by an active and responsible governing body whose members have no material conflict of interest and, a majority of which serve without compensation.
- 6) Certify that the organization's fundraising

practices prohibit the sale or lease of its CFC contributor list.

- 7) Certify that its publicity and promotional activities are based upon its actual program and operations, are truthful and non-deceptive, and make no exaggerated or misleading claims.
- 8) Certify that contributions are effectively used for the announced purposes of the charitable organization.
- 9) Certify under which governmental entity the charitable organization is chartered, incorporated or organized (congressionally chartered or the state in which it is registered).
- 10) Certify that the organization has received no more than 80% of its total support and revenues from government sources...
- 11) Certify that the organization prepares and makes available to the public upon request an annual report that includes a full description of the organization's activities and supporting services and identifies its directors and chief administrative personnel. A copy of the organization's annual report must be included with their application to the CFC.
- 12) Provide a statement that the certifying official is authorized by the organization to certify and affirm all statements required for inclusion on the national list.
- 13) Provide a statement in 25 words or less describing the program activities of the charitable organization. The 25-word statement need not include the organization's name. In addition, organizations must provide a telephone number, dedicated solely for the organization's use, through which the donors may receive further information about the organization.

The above information was extracted from
5CFR Part 950.203.



Does Your Agency Create AND Capture History?

In conducting business, every Federal agency creates a great number of records in a variety of media. The quality of those records varies from agency to agency and program to program. The National Archives and Records Administration has a guide to help agencies improve the quality of their documentation by describing how Federal personnel should create and properly manage documentation containing important information. If information is not captured in records that are accessible in organized files or electronic recordkeeping systems, it will not be available when later needed. Poor documentation may result in an unresponsive Government or a Government that cannot account for its actions, or both.

Too often, information resides only in the memory of Federal personnel. Even in the short term, the absence of documentation may affect the efficiency of agency operations, because personnel may need information that is not available in the files. Also, conducting Government business without adequate documentation increases the possibility that, in time, all relevant facts may be unavailable or interpretations may be distorted. As staff members leave, information that has not been documented will be lost to the agency.

Frequently, agencies become aware of inadequate documentation because of congressional inquiries, Freedom of Information Act requests, or litigation or through the news media. This problem can have serious ramifications.

With the increase in office automation and the proliferation of "personal" computers (stand-alone or networked computers at individual work stations), individual staff members have increased control over the creation of some Federal records. This makes the need for recordkeeping requirements even more critical. Consequently agencies must provide specific instructions to staff members on their responsibilities for ensuring that the Federal

records they create on each computer application in their respective offices are properly identified and preserved in agency recordkeeping systems.

The National Archives and Records Administration publishes a guide, "Agency Recordkeeping Requirements: A Management Guide" that is available free of charge by ordering from:

National Archives Publications
NECD
Rm. G-9
National Archives and Records Administration
Washington, DC 20408

Or contact the Regional Center:
Forth Worth Federal Records Center
PO Box 6216
Fort Worth, TX 76115-0216

Interagency Connection Available Electronically



Electronic distribution of the Interagency Connection is now offered, in order to make our newsletter available to the increasing number of federal executives, managers, supervisors and employees requesting to be added to our mailing list.

Benefits:

- Same day delivery!
- The electronic copy will look exactly as the version that is currently mailed.

How to subscribe:

Send an email (from the email address where you choose to receive the newsletter) to Trish.Plowman@juno.com. Be sure to have **Interagency Connection** in the subject line.

Beginning in September, you will receive the **Interagency Connection** via your email inbox. It will look the same, and will read the same if you choose to print out a hard copy.



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Call for Oklahoma Science Bowl Volunteers

Sponsored by the Department of Energy
National Energy Technology Laboratory, Tulsa



The Science Bowl is a fast-paced, tournament-style math and science competition for high school students. The competition questions are rigorous and include questions on math, general science, earth science, astronomy, computer science, biology, chemistry, and physics. Winners of Oklahoma regional competitions will compete in the National Science Bowl in Washington, DC. May 1-5, 2003.

Science Bowl:

Date:	March 1, 2003
Time:	8:00- 4:00 PM
Location:	University of Oklahoma, Sarky's Energy Center, 100 East Boyd Street, Norman

Come offer your expertise and time for the advancement of science education in Oklahoma. Please pass along this information to spouses and coworkers.

High-school students can participate as scorekeepers, elementary and middle school students can be runners - so bring your sons and daughters with you.

The following positions are open:

Moderator: Conduct and control each match, read questions.

Requirements: Clear speech, knowledge of scientific term pronunciation, and knowledge of rules (which will be provided).

Scientific and Rules Judge: Resolve question challenges, and ensure that the Moderator has read each question correctly. Ensure all competition rules are followed, watch for scorekeeper errors, and ensure that quiet is maintained in the room

Requirements: Knowledge of one or more disciplines in the sciences, knowledge of the competition rules that will be provided.

Scorekeeper: Accurately award points and record the competition scores.

Requirements: Learn the scoring rules that will be provided.

Timekeeper: Operate official competition time clock; keep track of time for answering questions.

Requirements: Learn the timing rules that will be provided.

Orientation sessions for volunteers will be held on Friday, February 28 at the Sarkey's Energy Center on the OU Campus in Norman. For your convenience, sessions are offered at two times: 3:00pm and 7:00pm. ***It is extremely important that all volunteers attend one of these sessions.***

High school students may participate as scorekeepers.

Volunteer Form

YES, I would like to volunteer to participate in the 2003 Oklahoma Science Bowl as a:

<input type="checkbox"/> Moderator	<input type="checkbox"/> Scientific and Rules Judge
<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> Timekeeper

(multiple selections are acceptable)

Name: _____

Address: _____

City _____ Zip _____

Phone: _____

Fax: _____

Email _____

Mail, fax, or email this information to:

Susan Jackson

National Energy Technology Laboratory

One West Third St., Suite 1400

Tulsa OK, 74103.

Phone: 918-699-2012; Fax: 918-295-6582;

Email: susan.jackson@npto.doe.gov



America Reconsiders Its Government: The Hidden Story Behind The Headlines

By Max Stier, President and CEO, Partnership for Public Service
<http://www.fedpaper.com/>

“What do I get from the federal government? My mail. Other than that, I don’t know.” This is what we learned over a year ago, when we queried a group of recent college graduates to determine their feelings about how the federal government affected their daily lives. Clearly, they didn’t have much to say.

Yet the federal government – for better or for worse – is critical to the success of what James Madison called “the American experiment.” That has always been true, but it was taken for granted in an era when both political parties railed against a government they derided as wasteful and unresponsive. I wonder what those young people think now in our post-September 11th world, in which the importance of the federal government workforce has become glaringly obvious and a civil servant graces the cover of Time as one of the magazine’s “Persons of the Year” for 2002.

If you consider the major stories that shaped the last year, most have a crucial federal government angle. From terrorism and homeland security to corporate scandals and natural disasters – the well-being of Americans depends on an effective government. Consider a brief review of the biggest stories of 2002. Although some may hesitate to admit it, there’s no question that the government and its workforce are central to each of these events.

1. Making Americans Safe at Home. President Bush signs the bill establishing a Department of Homeland Security, the largest restructuring of the nation’s agencies in an attempt to protect citizens from terrorism. (November 2002)
2. Keeping Our Markets Working Fairly. The corporate accounting scandals burdened an already stretched Securities and Exchange Commission and taxed the nation’s ability to fight corporate scandal – leading to widespread recognition that the SEC plays a vital role in our economic health. (April 2002)
3. Fighting Crime and Promoting Law and Order. The FBI joins local authorities to solve the Washington, DC sniper case – the most famous criminal case of the year. (October 2002)
4. Safeguarding the Nation’s Health. Centers for Disease Control and Prevention researchers descend on Louisiana to monitor the beginning of a West Nile Virus outbreak, which spreads from the Northeast to the South. (August 2002)
5. Responding to Local Tragedies. The Federal Emergency Management Agency assists communities in Tennessee, Alabama, Ohio, Pennsylvania and Mississippi after tornadoes cause large-scale death and destruction. (November 2002)
6. Protecting Air Travel. The federal government takes over security at the nation’s airports in the aftermath of the September 11 attacks. The federalization of this workforce is a hot political issue – though ultimately the public demands government intervention in order to feel safer when traveling. (February 2002)
7. Keeping the Olympics Going in a Time of War. The government’s first major post-September 11 homeland security operation is quietly deemed a success. This sets a precedent for the country in undertaking a cautious but determined course to hold major events with as little disruption as possible. (February 2002)
8. Improving Transportation Infrastructure. The National Transportation Safety Board investigates the cause of the I-40 bridge collapse in Oklahoma. Typical of many unnoticed actions by the government, the collapse is followed by the professional work of the NTSB to diagnose and fix local transportation problems. (May 2002)

(cont’d on page 8)



A New Approach to Public Service Staff Development

A Public Service Professional Development Series has been created to meet the intergovernmental training needs unique to public service. This series addresses the mutual professional development demands identified by the public service partners located throughout Oklahoma. Joining together to focus on our similar training requirements allows us to bridge the member organizations by offering specialized courses designed specifically for the public service leader.



Through leveraging resources available through federal and state governments, as well as some of our private industry partners, we have created a synergy to obtain low-cost training provided by well-respected sources. This series also offers flexibilities that are not normally available in most long-term training programs. You can send one person to all six seminars enabling a full-training opportunity or you can send a different individual to each seminar, tailoring the program to each professional development need. This flexibility is exceptional and allows you to budget for an entire year worth of courses at the lowest possible rate. You pay once for six series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. *You decide.*

Topics:

- ▶ Coping & Utilizing Change Effectively
- ▶ Winning Personal Relationships & Team Building
- ▶ Growing Leaders for the 21st Century
- ▶ Rocket Ride to Results—Launch Your Goals!
- ▶ A Magnificent Government Leader is a BLT: Believable, Likeable, and Trustworthy
- ▶ Looking to the Future to be Effective Today

Visit www.oklahoma.feb.gov to learn more about this opportunity or call the FEB Office at 405-231-4167.

America Reconsiders Its Government: The Hidden Story Behind The Headlines (Cont'd from page 7)

By Max Stier, President and CEO, Partnership for Public Service
<http://www.fedpaper.com/>

9. Responding to Natural Disasters. Federal firefighters respond to 29 wildfires burning in eight western states: Washington, Oregon, California, Colorado, Wyoming, Idaho, Utah and Montana. (July 2002)
10. Protecting Consumers. Federal health officials recall 18.6 million pounds of potentially contaminated ground beef blamed for at least 16 cases of illness in Colorado. Six additional cases are also identified in South Dakota, Washington State, Wyoming, Michigan and California. (July 2002)

Recognizing the crucial role of the federal government behind all of these headlines will not be enough. Voters and policymakers in the upcoming year will have to acknowledge a very real threat to federal success – one that goes beyond budget deficits and spending cuts.

In the next few years, over half of the federal government workforce may be eligible to retire – including 70% of government's most experienced senior executives. Among agencies in the new Department of Homeland Security alone, 59% of FEMA employees, 54% of Coast Guard employees, and 46% of Customs Service employees may be eligible to retire in the next five years. ***The fact that talented civil servants are desperately needed to respond to America's challenges at home and abroad may not be among the news headlines this year. But if we fail to invest now in attracting our best and brightest to government service, the 2003 headlines will chronicle fundamental failures of government competence at all levels.***



THE VOLUNTEER VOICE

Federal Employees Care Council (FECC)
Article written by FECC member, Pam Downs

We're in the winter doldrums now with no FECC projects this month. Some may see this as a time to hibernate; others may see it as a time to kick back and recharge while anticipating the arrival of Spring!

While biding our time waiting for the OETA Festival (March), Rebuilding Together, aka Christmas in April (April 12), the Festival of the Arts (April 22-27), and Litter Blitz (April), we may want to look back on 2002 and see what Federal employees donated to the community in hard (but fun) work and personal time.

CY 2002 Events

Event	# of Volunteers	# of Hours
OETA Festival 2002	38	209
Festival of the Arts 2002	62	833
Christmas in April	340	3,060
Litter Blitz	60	135
Special Olympics	12	73
State Fair Found Kids	210	869
Salvation Army Toy Store	46	269
Opening Night	96	195
Total	864	5643

Volunteering Benefits Giver and Receiver!

The following was forwarded by Luciann Whitthorn, HUD, courtesy of realage.com:

Whether it's volunteering at your local community center or at the library, the time and support you give to help others just may help

you as well. Studies have shown that people who volunteer experience improvement in life satisfaction, well-being, and overall health. Perhaps due to the increased social interaction and meaningfulness of volunteer work, donating time just may help you live longer.

Events on the Horizon

March

OETA Festival: The annual fund-raising event for the local PBS television station has FECC volunteers manning the phones to take pledges. Kathy Quinn, FHWA, 605-6011, is project manager.

April

April Rebuilding Together: Formerly called **Christmas in April**, this activity uses FECC volunteers to spruce up and repair low-income homes and public buildings.

2003 date: April 12th. Call project manager Karen Steele, USGS, 810-4414, for more information.

Festival of the Arts: The festival, held in April each year in downtown OKC, requires over 5000 volunteers; Federal volunteers served in a variety of functions from manning food booths to counting money. 2003 dates: April 22-27 Steve England, IRS, 297-4316, is project manager.

Litter Blitz: Volunteers remove trash and litter along OKC city streets and public areas. Janis Jones, SSA, 605-3006, x3030, is project manager.


For more information about the FECC, please visit our web site at:

<http://www.oklahoma.feb.gov/feccindex.html>



UPCOMING EVENTS

February

Feb 4, 2002 9:00 am	Shared Neutrals Council Location to be announced POC: Stephen Kovash, 580-436-8708
Feb 13, 2002 11:30 am	Society of Government Meeting Professionals AmeriSuites, OKC
Feb 17, 2002	President's Day 
Feb 18, 2002 2:00 pm	Federal Employees Care Council Federal Highway Administration POC: Mike Birdsong 405-297-4014
Feb 19, 2002 10:00 am	Interagency Training Council Nat'l Center for Employee Development POC: Joyce Smith, 405-521-4539
Feb 20, 2002 10:00 am	American Indian Council BIA-Muskogee POC: Mary Lou Drywater, 405-790-1040
Feb 20, 2002 11:30 am	FEB Luncheon / CODC Hilton, Northwest-OKC POC: FEB Office, 405-231-4167
Feb 20, 2002 3:30 pm	Federal Black Program Council Federal Highway Administration POC: Eddie Allen 405-734-3438
Feb 25, 2002 10:00am	Executive Policy Council Meeting POC: FEB Office, 405-231-4167
Feb 28, 2002 12:00	Naturalization Ceremony US District Courthouse, Oklahoma City

2003-04 SCHOLARSHIP APPLICATIONS NOW AVAILABLE

FEEA's 2001-02 scholarship application is now available on their web site at www.feea.org. Visit FEEA's site to download and print out the application. To receive a printed application, send a self-addressed, stamped envelope to: Scholarship Program, FEEA, 8441 W. Bowles Avenue, Suite 200, Littleton, CO 80123-9501.

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

The general goals are:

- *Communicate*—The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- *Coordinate Emergency & Other Inter-agency Actions*—The FEB stands ready to immediately facilitate resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- *Facilitate Customer Service*—The FEB draws together agencies with common clients so that government services are convenient for the customers.
- *Partner with Community Groups*—The FEB partners with community groups to identify and help resolve challenges.
- *Reduce Costs and Improve Efficiency*—The FEB brings together agencies with common goals to pool experiences and resources so their efforts are complementary and more cost effective.

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: Vince Howie, Director of Staff
Tinker Air Force Base

Vice-Chair: Col Dean Despinoy, Cmdr
507th Air Refueling Wing

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Clerical Support: Savina Parks

Program Support: Constance Ward

Please feel free to copy this newsletter & distribute. This is also available at <http://www.oklahoma.feb.gov>



February 2003 Federal Executive Board Luncheon



Where:	Hilton Inn Northwest, 2945 NW Expressway
When:	February 20, 2003
Time:	11:30-1:00
Speaker:	Rebecca Pritchett
Topic:	Assisting Managers in Developing Evacuation Plans for Employees, Visitors, and Customers with Disabilities.

Mrs. Pritchett is a licensed Architect with the FAA Mike Monroney Aeronautical Center. She has a Bachelors and a Master of Architecture degrees with over 25 years of design and construction administration experience for private sector and federal government. She is currently the Director of Resources for the National Coalition of Federal Aviation Employees with Disabilities (NCFAED), and has served as their advisor on ADA since 1995. Her personal goal is to increase public awareness and knowledge of the ADA and continue to make a difference for persons with disabilities. In 1996 she received the Public Service Award from the OKC Mayor's Committee on Disability Concerns. *This will be a greatly condensed version of a 4-hour training event the FEB's Council on Disability Concerns will host in April.*

This meeting is open and would be useful for any government leader, manager, or employee.

Menu Selection:

☐ Chicken Plate w/vegetables
Iced Tea

☐ Beef Plate w/vegetables
Iced Tea

Cost for lunch: \$10.00 per person

Name: _____ Agency: _____

Address: _____ Phone: _____


Method of Payment: _____

Please mail to: Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 320
Oklahoma City, OK 73102
or fax to: (405) 231-4165

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 14, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged!



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
February 2003						1
2	3	4 9:00 Shared Neutrals Council	5 5:30 OU Career Fair	6	7	8
9	10	11 2:00 Community Council	12	13 9:00 SGMP	14	15
16	17  President's Day	18 2:00 FECC	19 10:00 ITC	20 10:00 AIC 11:30 FEB lunch 3:30 BPC	21	22
23	24	25 10:00 Executive Policy Council	26	27	28 12:00 Naturalization	

OKLAHOMA FEDERAL EXECUTIVE BOARD
 215 DEAN A MCGEE STE 320
 OKLAHOMA CITY OK 73102-3422
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.